

QC Checklist

Client (indicate acct): _____ Acct ID: _____ Request#: _____

Type of Job: _____ State: _____

Due Date or License Expiration: _____ Submitted to QC: _____

General:

- ☐ **COVER LETTER:** Signed and all items listed are attached
- ☐ All fields on the form(s) are completed in accordance with form instructions
- ☐ **I have read the signature instructions.** All appropriate parties have signed in the correct spaces
- ☐ Application is accompanied by brand registration, if required by the state
- ☐ ABC/TTB permit copies are CURRENT, AND addresses match application
- ☐ COGS is issued within the required date range
- ☐ **BOND:** Names and addresses on bond and application match
- ☐ Bond is appropriately signed/notarized/witnessed, and POA is attached if applicable
- ☐ **CHECK:** check is written to correct agency, the correct amount, and the correct client is noted

Brand Registration:

- ☐ Labels and COLAs match; Label Alc %'s match cover letter and state forms
- ☐ All fields on the form(s) are completed in accordance with form instructions
- ☐ All forms are signed appropriately
- ☐ Sole Source Authorizations Letter are attached

☐ Email

☐ Fax

☐ Distributor

Notes to QC'er:

Returned for the following corrections:

Date: _____

☐ Passed

Initials _____

Date _____

☐ Passed

Initials _____

Date _____

Resubmitted to QC: _____

Account Manager: _____

Account Rep: _____

URGENT
(highlight if applicable)



1650 Ramada Drive, Suite 180
Paso Robles, CA 93446
avalara.com

State: CT

Task: Registration (Wholesale)

Product Type: Wine, Beer, Spirit

Online Registration

PRICE POSTINGS NOTE:

Any time a product is registered or if any product's price changes in Connecticut, the price posting for that business MUST be updated. To do this, please login to <https://biznet.ct.gov/AccountMaint/Login.aspx> to upload the attached price list. This price list contains ALL products currently registered or being registered in the state of Connecticut under this business's wholesale license, as is required by the state Liquor Control Division. They require that the entire list is re-uploaded each time a new product is registered. If you have any questions, please reach out to bevalc-research@avalara.com.



Laura B. HO

